

Ohio History Connection State Archives of Ohio Local Government Records Program 800 E. 17<sup>th</sup> Avenue Columbus, OH 43211-2474 APR 1 8 2019

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STATE AND LOCAL GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2) - Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit			
Stark County Offices & Agencies	· · · · · · · · · · · · · · · · · · ·	General Schedule	· · ·
(local government entity)	John Roman	(unit) Monager	04/09/19
(signature of responsible official)	(name)	(title)	date)
Section B: Records Commission		And the second second	edien in the
Stark County Records Commission	,	330-451-7365	
		(telephone number	er)
201 3rd St. NE Suite 5 Canton	44702	Stark	
(address) (city)	(zip code)	(county)	***
To have this form returned to the Records Comn	nission electronically, include an e	nail address:	
jfrunion@starkcountyohio.gov		; · · ·	•
I hereby certify that our records commission met schedules listed on this form and any continuation these records series from being destroyed, transfewill be knowingly disposed of which pertains to minutes kept by the commission.	on sheets. I further certify that our erred, or otherwise disposed of in	commission will make every effort to violation of these schedules and that no	prevent o record
- Records Commission Chair Signature	Date		
Section C: Ohio History Connection - State And American Signature	rchives  Col Carannat R  Title	erds Archwist	4/24/19 Date
Section D: Auditor of State  Nath E  Signature  Please Note: The State Archives retains RC-2	Title forms permanently. It is strongly retain a permanent copy of	D recommended that the Records Com	-9-19 Date mission

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## Section E: RECORDS RETENTION SCHEDULE (RC-2) -

Part 2

See instructions before completing this form.

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(local government	entity)	(unit)				
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP	
This is a revision to General Schedule (RC-2) that was approved on 11/30/2016. It only affects schedule number GS-16-76.						
GS-19-04	Surveillance Tapes/Videos – Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes.	Use for one cycle then re-use provided no action pending. Cycle is defined as "30" days.	Hard Drive, Diskette, Electronic media.			
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